



City of Fort Bragg

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Meeting Minutes Community Development Committee

Monday, August 18, 2025

4:00 PM Town Hall, 363 N. Main Street and via video conference

SPECIAL MEETING

MEETING CALLED TO ORDER

Vice Mayor Rafanan called the meeting to order at 4:00 PM

ROLL CALL

Staff Present: City Manager Isaac Whippy, Public Experience Liaison Adelaide LaTorre, Assistant Planner Sarah Peters, Code Enforcement/ Assistant Planner George Leinen, Administrative Assistant Lisi Horstman, Permit Technician Maria Flynn Present on Zoom: Consultant Marie Jones, City Attorney Baron Bettenhausen, Assistant Planner Valerie Stump

Present: 2 - Jason Godeke and Marcia Rafanan

1. APPROVAL OF MINUTES

1A. [25-314](#) Approve Minutes from June 2, 2025 Community Development Committee Meeting

Committee Members Rafanan and Goedeke approved minutes as presented

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Paul Clark, and Jacob Patterson

3. CONDUCT OF BUSINESS

3A. [25-352](#) Receive the Staff Report and Provide Direction on Comprehensive Strategies to Address Vacant Buildings and Lots in Commercial Zones, and Make Recommendation to the City Council

City Manager Whippy presented the report

Public Comment: Paul Clark, Megan Caron, Jenny Shattuck, Kelley Corten, Anna Stockel, Jay McMartin-Rosenquist, and Andrew Jordan

City Manager Whippy continued presenting the report. Committee Members asked clarifying questions regarding the naming of maintenance fees, fines/citations, constitutionality of a vacancy tax, SB 789, 90-day vacancy timeline, notices of default, contact information on vacant

buildings being inaccurate, quantity of vacant storefronts on N. Franklin, survey results regarding vacant buildings and vacant lots, and the legality of awarding loans or grants for storefront revitalization.

Public Comment: Jenny Shattuck and Andrew Jordan

Discussion: Committee Members discussed topics - the difference between "open hours" and occupancy, types of businesses, encouraging businesses that provide commerce and are tourist-serving and pedestrian-friendly, and excluding lots.

Committee Members provided direction to staff to: move forward with the modified policy option

3B. [25-348](#) Receive Report, Discuss, and Consider Making a Recommendation to City Council on Adopting an Ordinance Establishing Entertainment Zones and Approval of Management Plan

City Manager Whippy presented the report. Committee Members asked clarifying questions regarding the logistics of the entertainment zones concerning each business, how the approval process would go, timing of events, and expansion of the zone.

Public Comment: Jenny Shattuck, Jay McMartin-Rosenquist, Andrew Jordan, and Anna Stockel

Discussion: Committee Members recommended that staff pair the EZ with Limited Term Permits and bring it to the City Council.

4. MATTERS FROM COMMITTEE / STAFF

Assistant Planner Sarah Peters provided the staff update for the Community Development Department, which included the following items:

Announcement of City Hall's new hours of operation.

An update on the Accela system, highlighting recent improvements and continued implementation progress.

A brief overview of the Binocular project, including its current status and next steps.

Introduction of Adelaide LaTorre as the new Public Experience Liaison, who will be supporting the City in enhancing community engagement and customer service.

4A. [25-206](#) Oral Update on Installation of Trees Downtown and Citywide

Mayor Goedeke gave an update on trees in downtown Fort Bragg.

Public Comment: Jay McMartin-Rosenquist

ADJOURNMENT

Vice Mayor Rafanan adjourned the meeting at 6:22 P.M.